

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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In Reply To:
9210/5000(923)P

April 7, 2005

EMAIL TRANSMISSION – 04/08/05

Instruction Memorandum No. MT-2005-031

Expires: 9/30/06

To: Field Managers

From: Deputy State Director, Division of Resources

Subject: Fiscal Year 2005 Reporting Requirements for National Fire Plan Accomplishments Funded by
Sources Other Than the National Fire Plan **DD: April 15, 2005**

Washington Office (WO) Instruction Memorandum (IM) No. 2005-057, issued on January 12, 2005, directed the states to report their National Fire Plan (NFP) accomplishments that were funded by sources other than NFP funding by January 26 and April 15, 2005, and then quarterly thereafter. This is a reminder that the second quarter reporting date for the projects is approaching. The WO IM also directed the states to enter the projects into the Non-NFP Module in National Fire Operations Reporting System (NFPORS).

The projects that were reported in January were reported using the WO-supplied spreadsheet (Attachment 1). The module for Non-NFP projects in NFPORS was not fully operational at that time.

These projects along with any projects identified between January 26 and April 15 that meet the Non-NFP funding requirement need to be entered into the Non-NFP module no later than April 15. The Non-NFP module is now functional. Please follow the guidelines in the WO IM (Attachment 2) when identifying your Non-NFP funded projects.

Should you have any questions pertaining to this instruction memorandum, please contact Bill Hensley at (406) 896-5042.

Signed by: Randy D. Heuscher for Howard A. Lemm

Authenticated by: Merry Prestridge (MT923)

2 Attachments

- 1-[First Quarter Non-NFP projects](#) (Excel file)
- 2-Washington Office IM No. 2005-057 (4 pp)

Distribution

SOMT-1

Asst. FM Havre-1

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United States Department of the Interior
BUREAU OF LAND MANAGEMENT
Washington, D.C. 20240
<http://www.blm.gov>

January 12, 2005

In Reply Refer To:
5000 (WO-200) I
9210 (FA-630)

EMS TRANSMISSION 01/13/2005
Instruction Memorandum No. 2005-057
Expires: 09/30/2005

To: State Directors

From: Assistant Director, Renewable Resources and Planning

Subject: FY 2005 Reporting Requirements for National Fire Plan Accomplishments
Funded by Sources Other Than the National Fire Plan

DD: January 26, 2005
April 15, 2005

Program Areas: Forest and Woodland Management, Range Management, Soil, Air and Water Management, Riparian Management, Wildlife Management, T&E Species Management, Watershed Management, Invasive Species Control, and Forest Pest Management.

Purpose: This Instruction Memorandum provides direction for reporting Fiscal Year 2005 activities and accomplishments using funding from sources other than the National Fire Plan (subactivities in the 2800 series) that have a primary or secondary benefit of reducing wildfire risk or otherwise modify future fire behavior to aid in wildfire containment. Two separate procedures for reporting this data are required. The first is to rapidly compile summary information on accomplishments achieved during the first quarter of Fiscal Year 2005. The second is intended to capture individual project level data for all quarters of the fiscal year in the National Fire Operations Reporting System (NFPORS).

Policy/Action: States will report activities that have had a benefit of reducing wildfire risk or otherwise modified fire behavior to aid in wildfire containment but were accomplished with funds other than those provided under the National Fire Plan (NFP) by completing the attached Excel workbook (Attachment 1) for treatments implemented in the first quarter of Fiscal Year 2005. The completed workbook must be submitted to Roshelle Pederson no later than COB Thursday, January 26, 2005. The business rules contained in Attachment 2 will be used to assist in determining which treatments should be reported in the workbook.

A conference call will be conducted on Tuesday, January 18, 2005 at 11:00 pm Mountain Time to answer questions from State representatives (no more than 2 lines per State) concerning this direction. The number and password for this call will be forthcoming.

Next, States will report these types of activities by entering individual project data associated with 1st and 2nd Quarter treatments into the Non-NFP Module in NFPORS no later than April 15, 2005, and quarterly thereafter. Additional guidance on entering data into the Non-NFP Module of NFPORS will be forthcoming.

State Directors are responsible for ensuring that the data are complete, accurate, and timely. The method for entering this data into NFPORS shall be determined by the State Director based upon an analysis of the number of projects to be entered and the cost effectiveness of having the data entered and managed at the State Office level versus at the Field or District Office level.

NFPORS requires that all projects be assigned a unique project code. Non-NFP funded activities identified as reducing wildfire risk or otherwise modifying fire behavior to aid in wildfire containment must also be assigned a project number so that information can be entered into NFPORS and so that actual expenditures can be tracked in MIS. Project codes may be assigned by any program area, provided that they are unique to that project. However, if the program does not typically assign project codes, codes will be provided by the Fire Management Program in each State.

Timeframe: The completed Excel workbook must be submitted to Roshelle Pederson no later than COB, January 26, 2005. First and 2nd Quarter data must be entered into NFPORS no later than COB, April 15, 2005, and must be updated to keep it current on a quarterly basis thereafter. End of year data must be entered into NFPORS no later than October 14, 2005.

Background: The Department recognizes that land management agencies have made significant strides in reducing hazardous fuels using funds provided through the National Fire Plan (NFP). It also recognizes that many non-NFP funded projects achieve NFP goals as primary or secondary benefits yet they remain uncouneted in any systematic way. These acres comprise a significant aspect of our overall efforts to reduce the risk of wildland fire and improve the health of our forests, woodlands, and rangelands but they have not been tallied in any systematic way to date. The Department has requested that these treatments and their acre accomplishments be reported in NFPORS beginning in FY 2005.

An initial query conducted during the summer of 2003 and an FY 2004 data call (IM 2004-223) indicate that projects in the following program areas may have a primary or secondary benefit of achieving NFP goals and may be effected by this IM:

- Forest Management
- Forest Ecosystem Health and Recovery Fund
- Forest Pest Management
- Range, Soil, Water & Air Management
- Invasive Species Management
- Riparian Management
- Wildlife Management
- T&E Species Habitat Management

The ultimate test as to whether a non-NFP funded project qualifies to be reported in the Non-NFP Module of NFPORS is whether it altered plant composition and structure or modified fuels in a way that had a primary or secondary benefit of reducing wildfire risk to people or the environment, or that otherwise modified future fire behavior to aid in wildfire containment. This objective should have been identified in the project planning documents or at a minimum the

benefits of the project toward controlling wildfire or improving wildfire effects on the environment should be accounted for in the environmental consequences discussion of the project NEPA documentation.

Where projects are funded by multiple sources, including the National Fire Plan, report only those acres that are not already accounted for in NFPORS under the Hazardous Fuels Reduction Module.

NFPORS will be used only to track actual accomplishments from non-NFP funded projects. Project information will continue to be required in the Budget Planning System (BPS) and in the Management Information System (MIS), as these systems are used to allocate funds and track actual expenditures for projects.

The Excel workbook provided to rapidly gather information concerning 1st Quarter treatments is a stop gap measure necessary to meet the first quarter reporting requirement of January 30, 2005.

Impact on Budget: Implementing this request has minimal budget implications.

Coordination: This IM was coordinated with the Office of Fire and Aviation, Planning and Resources (FA-620), Rangeland, Soil, Water, Air (WO-220), Fish, Wildlife and Botany (WO-230), Forest and Woodland Management (WO-270), and the DOI Office of Wildland Fire Coordination.

Contact: Additional information is available by contacting Rick Tholen at (208) 387-5321, Roshelle Pederson at (208) 387-5162, or Roy Johnson at (208) 387-5163.

Signed by: Thomas H. Dyer
Deputy Assistant Director,
Renewable Resources and Planning

Authenticated by: Glenda Barnes
Policy and Records Group
WO-560

2 – Attachments

- 1- NFP Reporting Business Rules (1 p)
- 2- FY05 Non-NFP Accomplishment (1 p)

Business Rules and Data Requirements for Reporting FY05 National Fire Plan Accomplishments from Non-National Fire Plan Funded Projects

Business Rules: The following business rules for reporting Non-NFP Activity data in NFPORS apply in FY 2005:

- 1) Report and update the required data elements for qualifying treatments quarterly.
- 2) Only include acres that are not already reported in NFPORS in the Hazardous Fuels Reduction Module.
- 3) Only report acres associated with treatment of activity fuels (such as timber sales, road construction, or drill pad construction) if those fuels were contributing to the wildfire risk prior to the activity. For example, a timber sale permit that removes large trees with no thinning of the understory may not alter vegetation composition and structure and have no influence on fire behavior and resistance to control. Therefore, acres associated with the permit would not be reported.
- 4) For acres with multiple treatment types occurring within the fiscal year, count each treatment as a separate acre accomplishment for that fiscal year.
- 5) Only report acres actually treated, not acres affected by the treatment, e.g. a watershed.

Data Requirements: The following data be is required:

- 1) Agency
- 2) State
- 3) Landowner
- 4) Reporting Unit
- 5) Treatment Category
- 6) Work Agent
- 7) WUI/Non-WUI
- 8) Primary Funding Source
- 9) Acres Accomplished
- 10) Treatment Cost
- 11) NEPA Type

Reporting Requirements: Report all treatment acres accomplished using funding from sources other than the National Fire Plan (subactivities within the 2800 series) that have a primary or secondary benefit of reducing wildfire risk to people or the environment, or that otherwise modify future fire behavior to aid in wildfire containment. This objective should have been identified in the project planning documents or at a minimum the benefits of the project toward controlling wildfire or improving wildfire effects on the environment should be accounted for in the environmental consequences discussion of the project NEPA documentation.

Where projects are funded by multiple sources, including the National Fire Plan, report only those acres that are not already accounted for in NFPORS under the Hazardous Fuels Reduction Module.